KONICA MINOLTA

bizhub Pro920

中文簡易說明書

如需詳細內容，請參閱隨機之操作手冊 [Operator Manual]

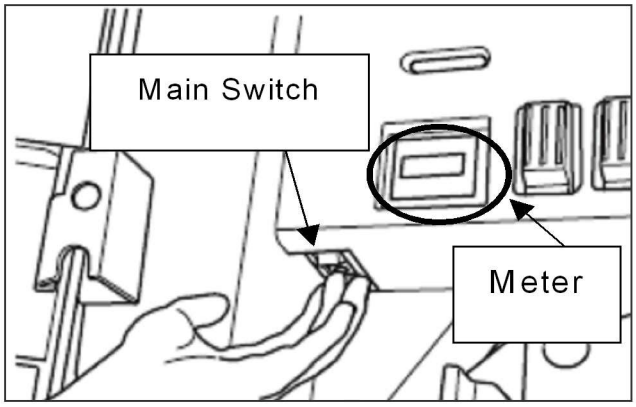
PRO 920 中文簡易說明書

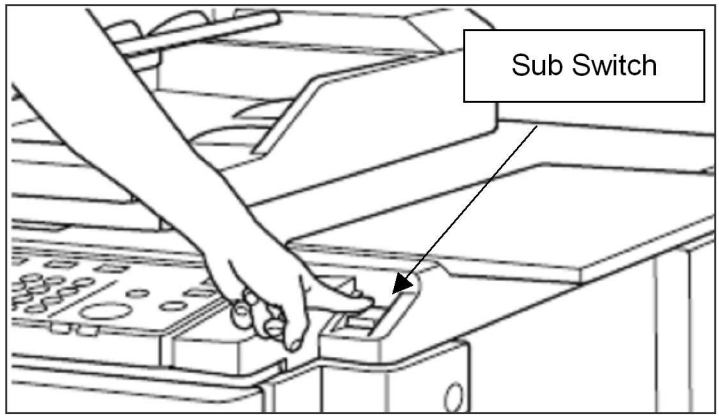
開啟電源

開機時，請先按 Main Switch ，才可按 Sub Switch

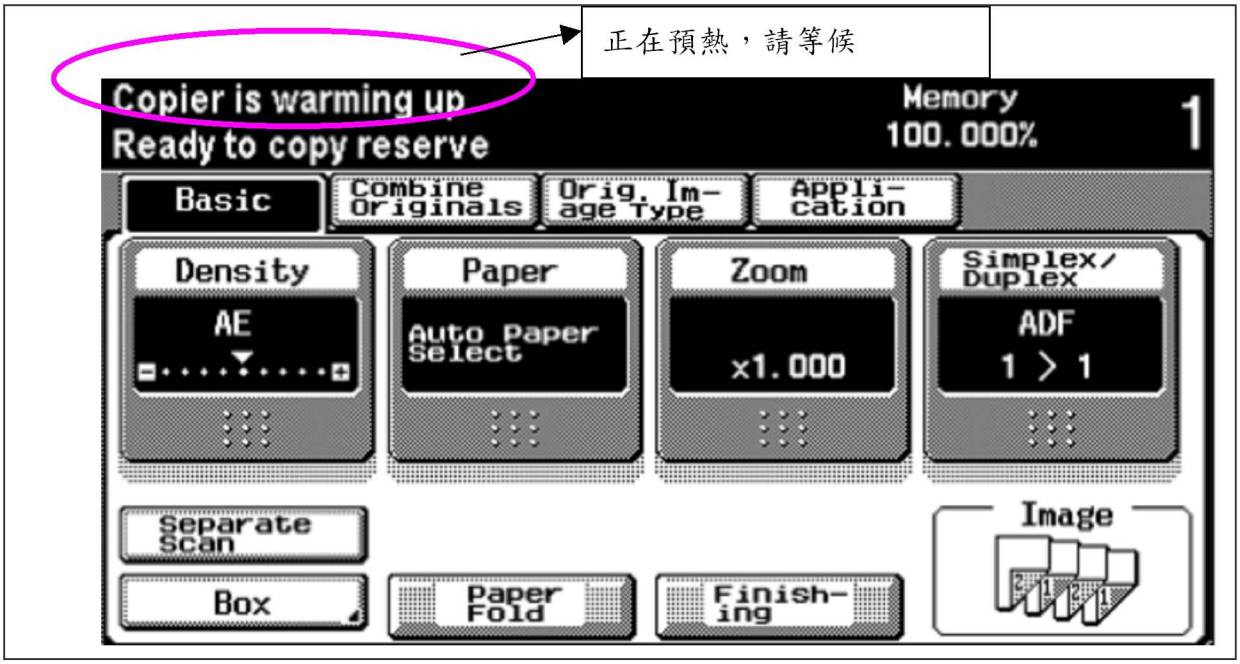
關閉電源

如要關機，請先按 Sub Switch，再按 Main Switch (*關機後，最少等待 **10** 秒鐘才可再次開啟電源*)

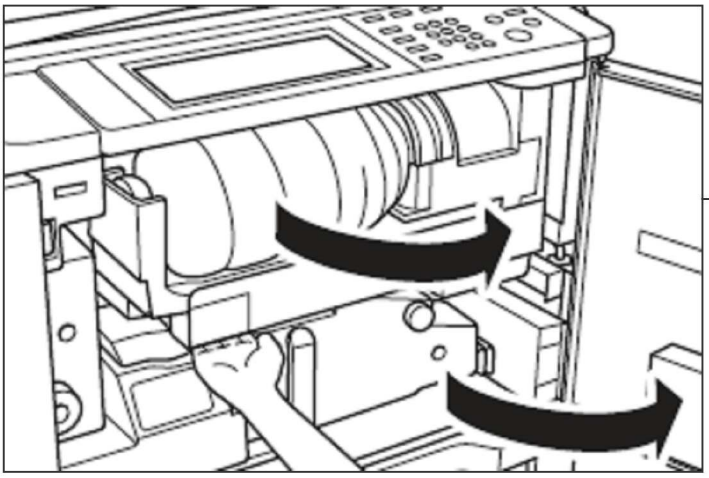


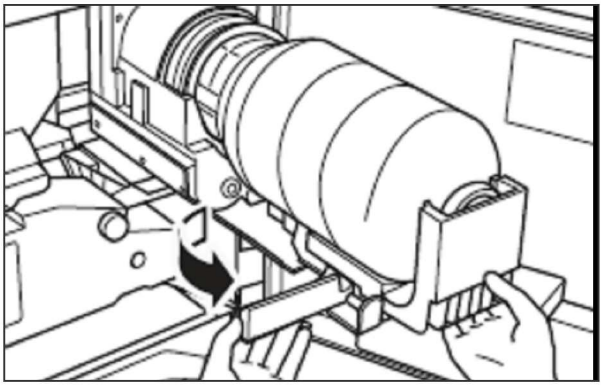


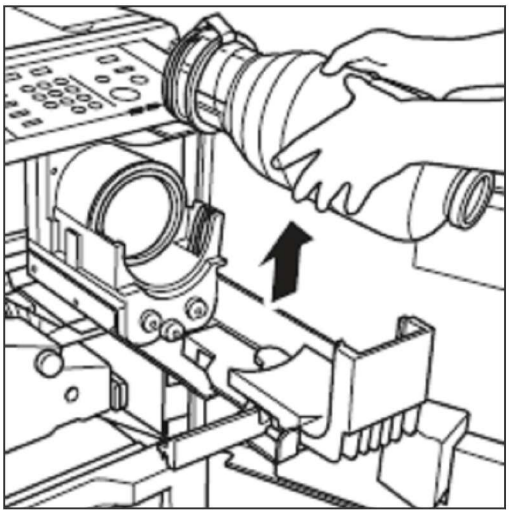
開啓電源後，大約需 **5.5** 分鐘預熱，當出現 **Ready to copy** 表示預熱完成後，可進行影印



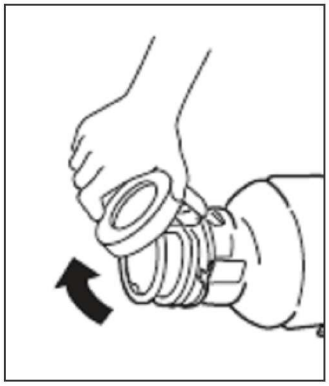
Replace Toner 更換炭粉

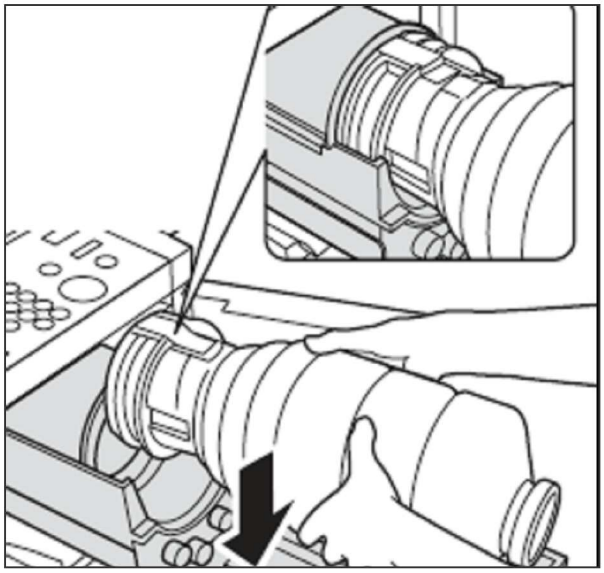




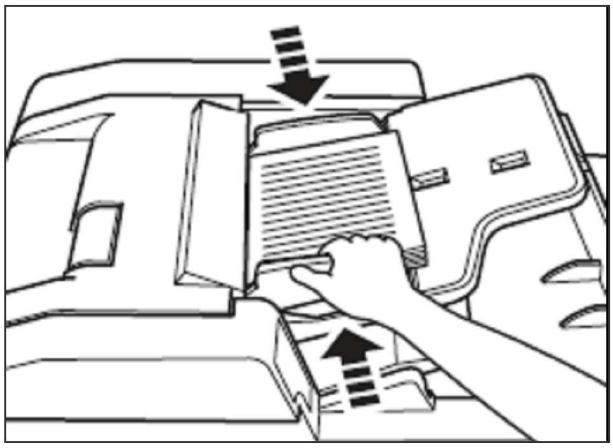


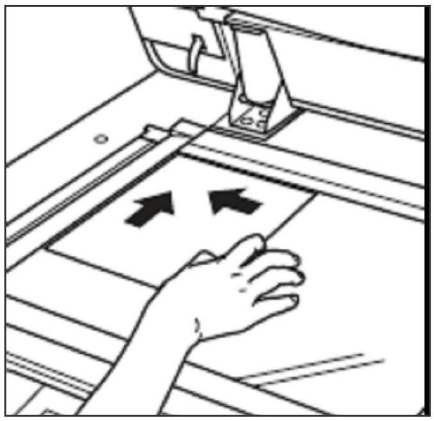
當 **Please add toner** 或此訊號出現，
請依右圖步驟更改炭粉





可把文件放在自動送紙器上(最多 **100** 張，有文字向上)，或鏡面(有文字向下)如下圖

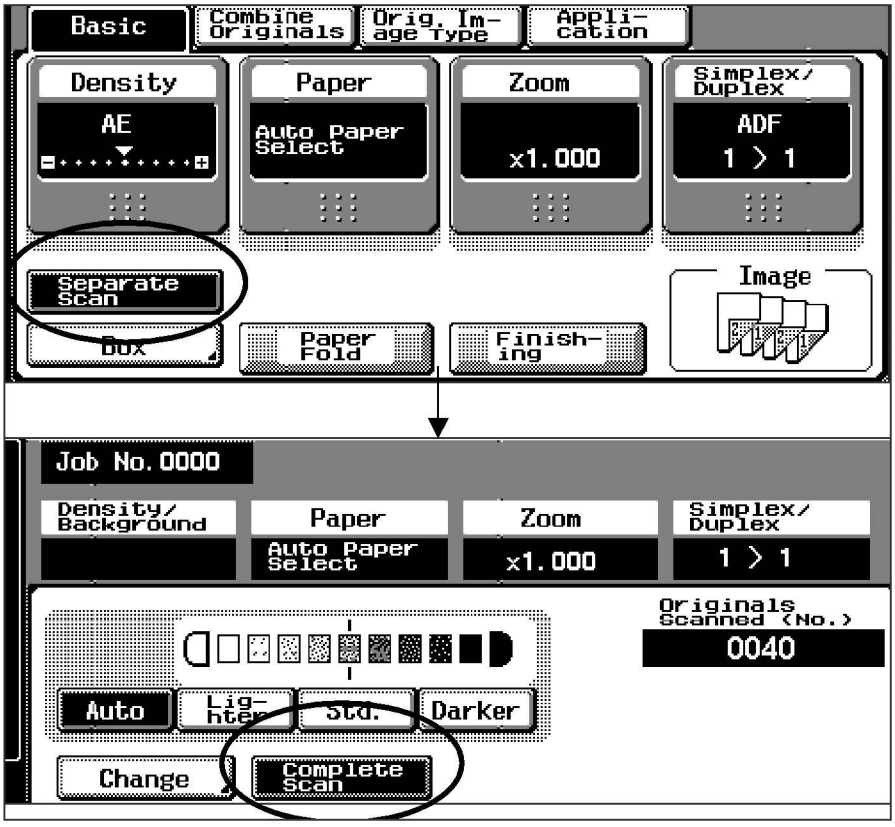




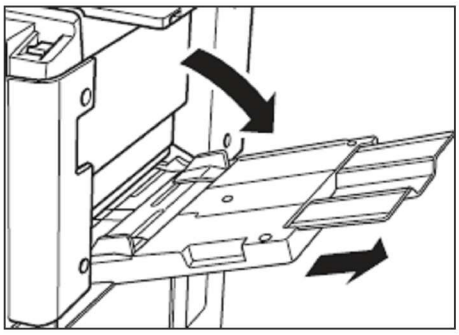
Separate Scan

如用自動送紙器時原稿超過 100 張或用鏡面時掃描超過 1 張時

1. 按 **Separate Scan** 分開掃描原稿
2. 直至所有原稿已經掃描完畢，按 **Complete Scan**
3. 最後，按 **Start** 影印

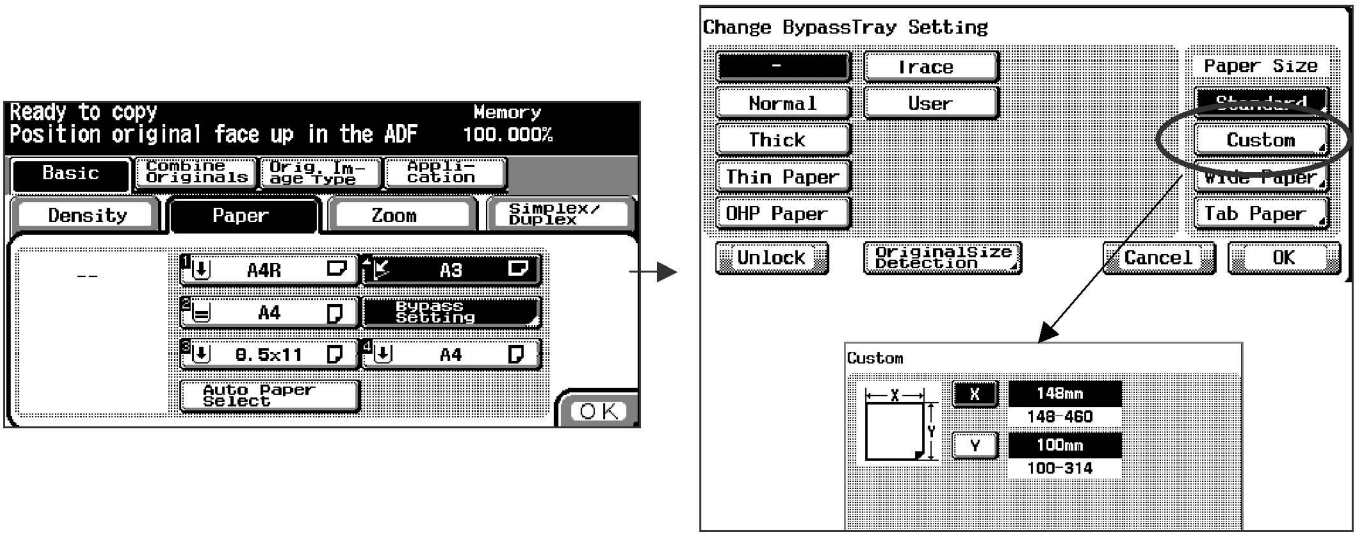


更改手送紙盤尺寸 Change Paper Size



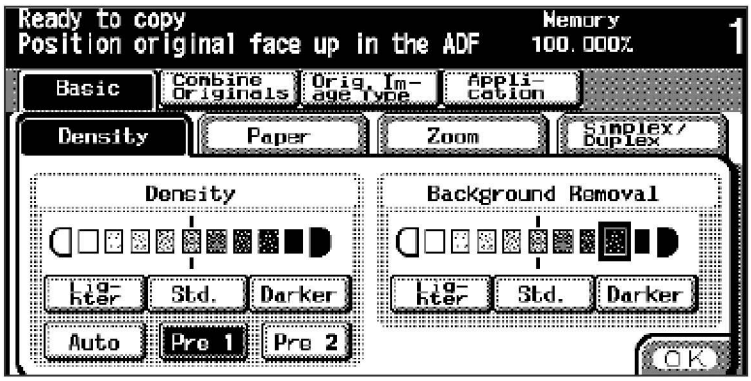
手送紙盤 一般 **80g/m** 的紙最多可放 **150** 張紙

1. 按 **Basic** 畫面中 **Paper**
2. 選擇手送紙盤，再按 **Bypass Setting**
3. 可選擇厚紙等特殊紙張 **Thick, Thin, OHP Paper**
4. 如要輸入特殊尺寸，再按 **Custom**
5. 輸入紙張的長度 **X** 和寬度 **Y**
6. 按 **Ok**



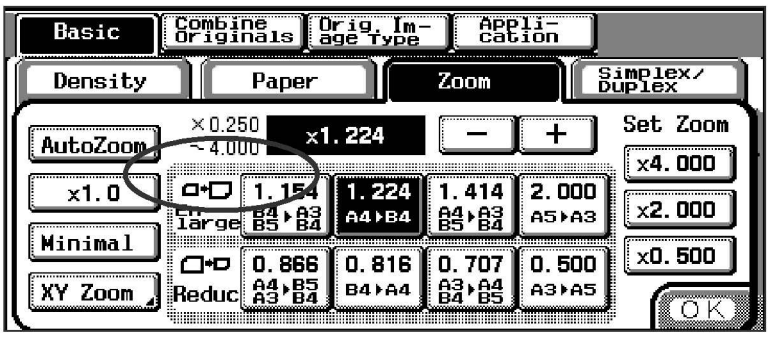
Adjust Density 調校深淺色

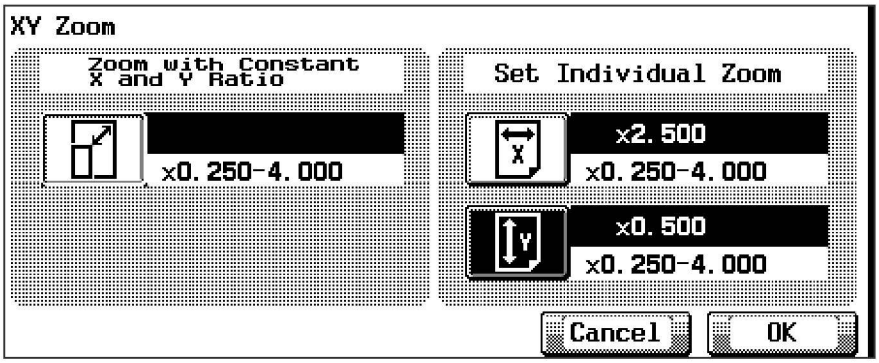
1. 按 **Basic** 畫面中 **Density**
2. 可按 **Lighter** 調校更淺，或按 **Darker** 調校更深色



Zoom 放大縮小

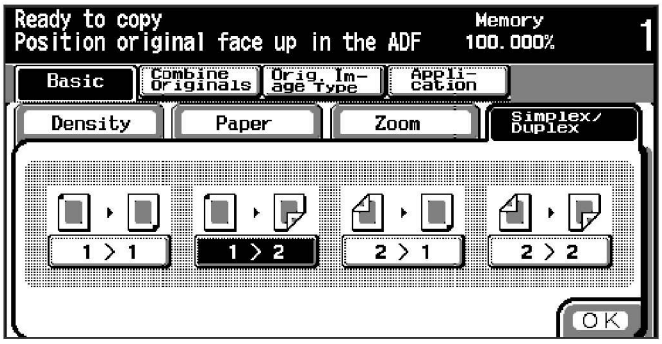
1. 按 **Basic** 畫面中 **Zoom**
2. 可選擇不同比率例如 1.154 為 A4 放大至 A3
   甲. 或按 **XY Zoom** 直接輸入 4 個位的比率
3. 按 **Ok**





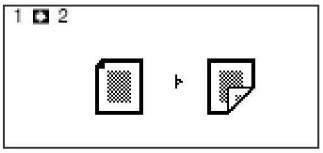
--Simplex / Duplex 單面印雙面

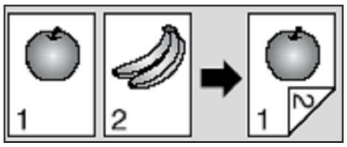
按 **Simplex** / **Duplex**



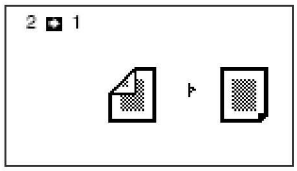
可選擇

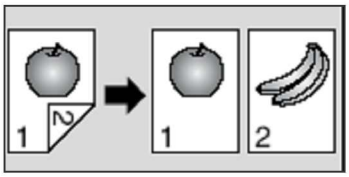
a.單面原稿 印 雙面副本 1 ▸ 2



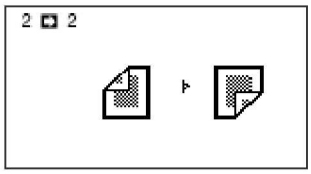


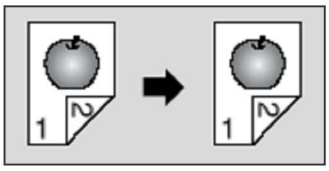
b.雙面原稿 印 單面副本 2 ▸ 1





c.雙面原稿 印 雙面副本 2 ▸ 2



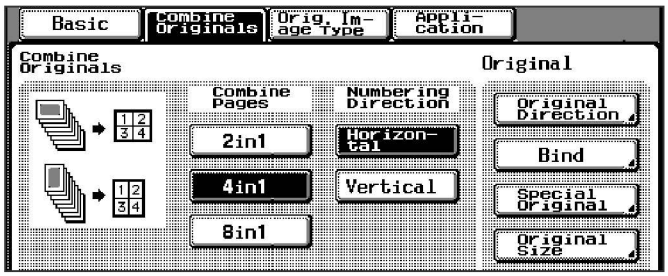


Combine Originals

兩張原稿縮為一張(2in1)，或四張原稿縮為一張(4in1)

按 **Combine Originals**

可選擇 **2in1**，**4in1** 等功能

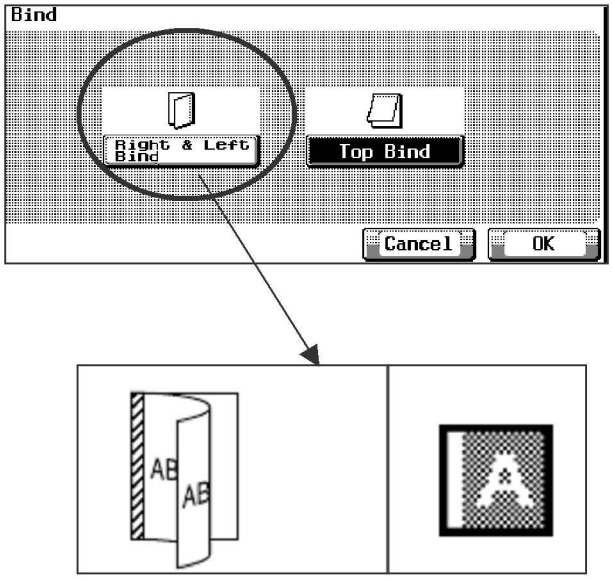


Special Orig.

1. 按 **Combined Original**
2. 按 **Special Original**
3. 按 **Mixed Original**

Bind

1. **Combined Original**
2. 再按 **Bind**
   可選擇不同的翻頁方向
   如選擇 **Left** (如右圖)



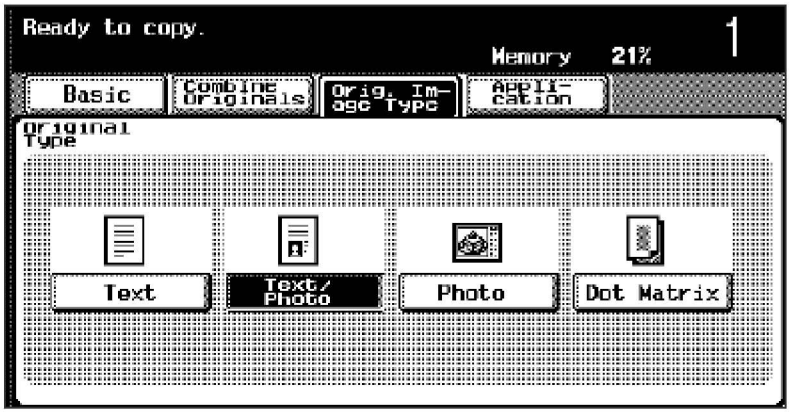
Original Size

1. 按 **Combined Original**
2. 按 **Original Size**
3. 按 **Custom Size**
4. 可選擇不同尺寸 A3 等，或按 Full Area

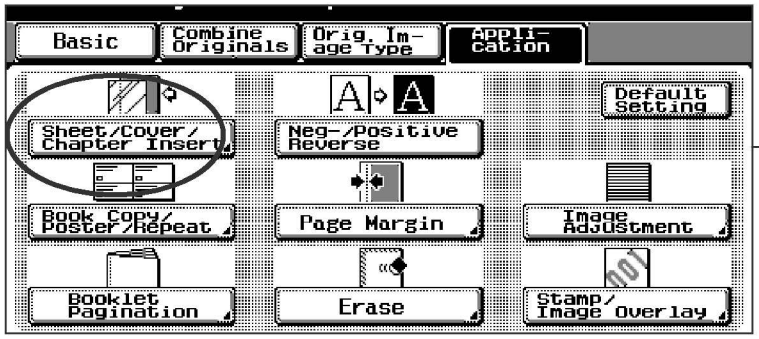
Orig. Image Type

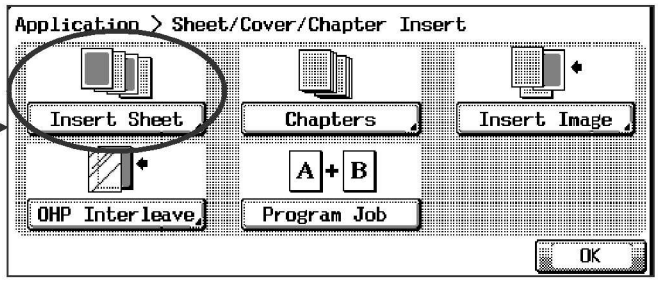
可選擇不同的原稿種類

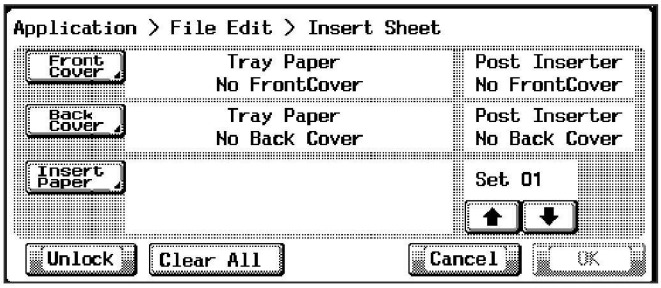
如文件包含例如鉛筆等文字，請按 **Dot Matrix**



Application

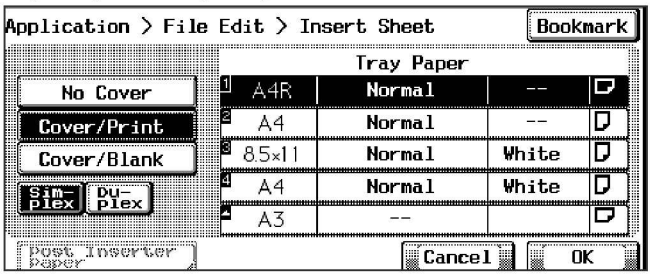




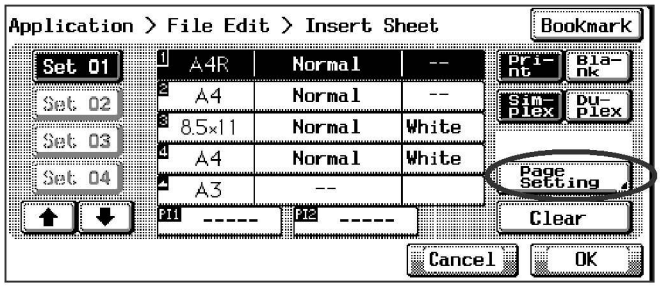


Sheet / Cover /Chapter Insert 插封面/插頁

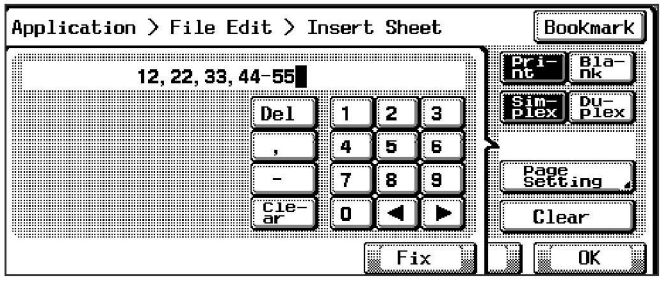
1. 按 **Application**
2. 按 **Sheet /Cover /Chapter Insert**
3. 按 **Insert Sheet**
4. 按 **Front Cover**
5. 按 **Cover/Print** 選擇前封面有影像和單面或雙面(Simplex/Duplex)
6. 及 哪一個紙盤放置前封面紙或後封面紙
7. 按 **Ok**
8. 按 **Start**

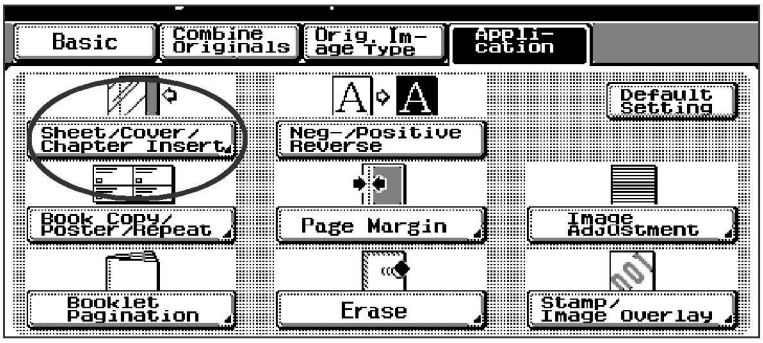


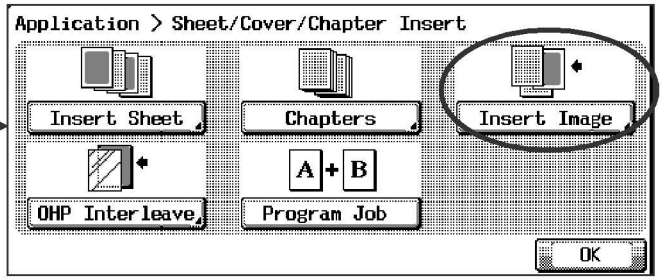
如要插頁，重覆以上步驟 **1-3**



1. 按 **Insert Paper**
2. 按 **Page Setting** 輸入要插頁的頁數
3. 見右圖，可用逗號分隔頁數
4. 輸入所有頁數後，按 **Fix**
5. 選擇用哪一個紙盤放插頁
6. 按 **OK**
7. 按 **Start**

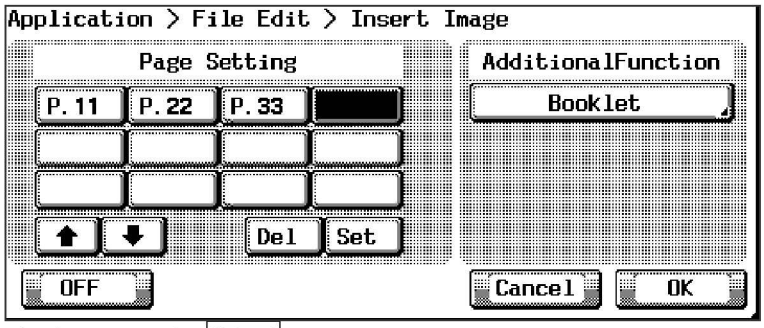


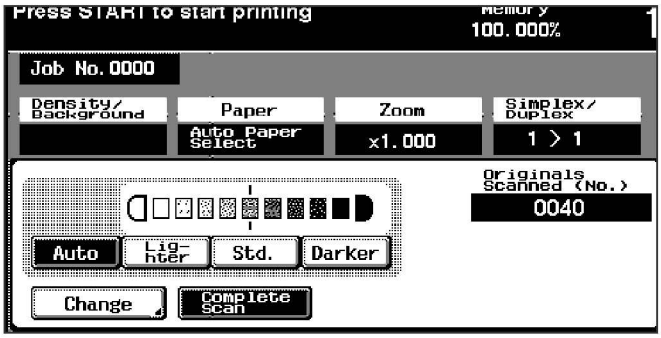




Insert Image

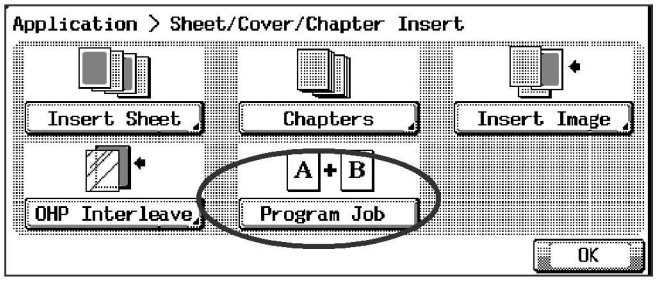
1. 按 **Application**
2. 按 **Sheet /Cover /Chapter Insert**
3. 按 **Insert Image**
4. 輸入頁數，每輸入一個頁數，按 **Set**
5. 直至輸入所有要插頁頁數後，按 **OK**
6. 把原稿放在自動送紙器上，按 **Start**
7. 完成掃描所有文件後，把要插入的影像放在鏡面上，按 **Start**
8. 直至掃描所有影像後，按 **Complete Scan**
9. 按 **Start**

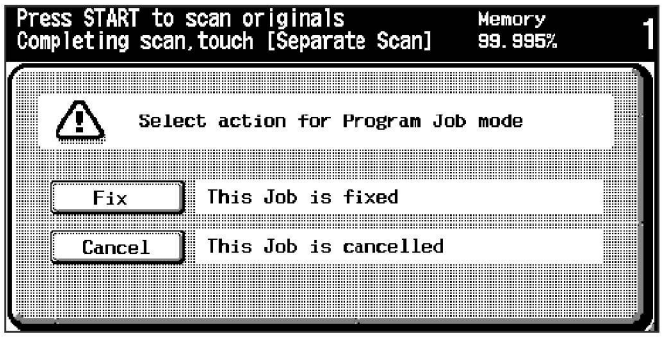


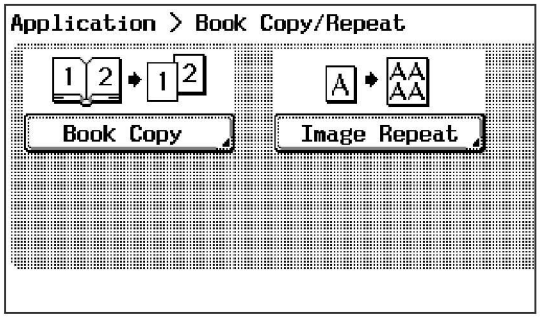


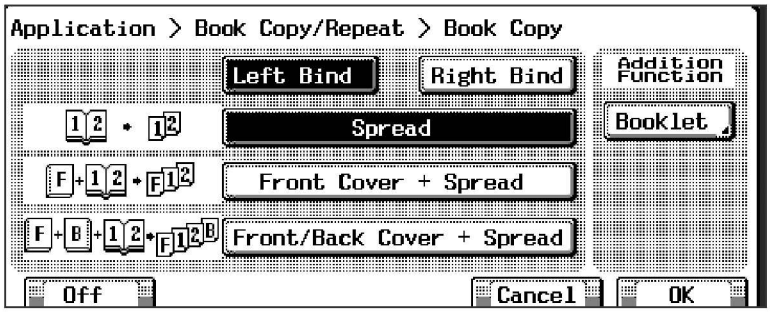
Program Job

1. 按 **Application**
2. 按 **Sheet /Cover /Chapter Insert**
3. 按 **Progarm Job**
4. 按 **OK**
5. 選擇影印設定
6. 按 **Start** 影印鍵
7. 按 **Fix**，選擇影印設定
8. 完成後掃描所有文件後，按 **Fix**
9. 按 **Separate Scan**
10. 按 **Start** 影印鍵









Book Copy 影印書本

1. 按 **Application**
2. 按 **Book Copy /Poster/Repeat**
3. 按 **Book Copy**
4. 再按 **Left Bind/Right Bind**，同時可選擇有沒有 **Front Cover** 前封面
5. 把書打開放在鏡面左上角，按 **Start**
6. 直至掃描整本書後，按 **Separate Scan**
7. 再按 **Start**

如選擇 Front Cover 前封面，掃描時：

- 先把前封面放在鏡面左上角，按 Start
- 然後才揭至第一頁掃描

如選擇 Front Cover 前封面和後封面 Back Cover，掃描時：

- 先把前封面放在鏡面左上角，按 Start
- 再把後封面放在鏡面左上角，按 Start
- 然後才揭至第一頁掃描

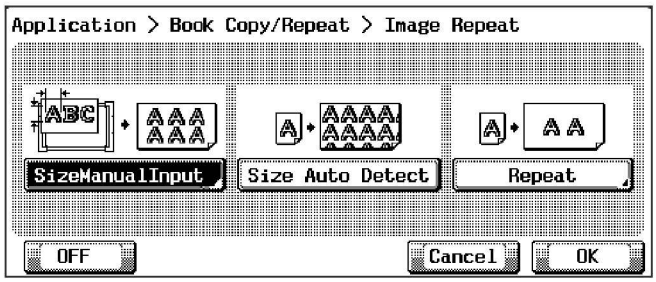
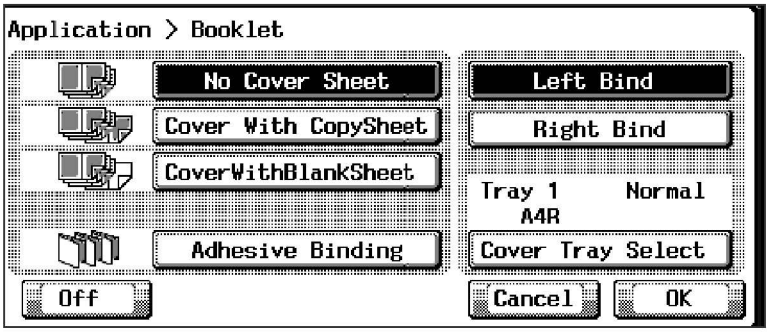


Image Repeat 影像重現

1. 按 **Application**
2. 按 **Book Copy/Poster / Repeat**
3. 按 **Image Repeat**
4. 選擇 **Size Manual Input** 如要輸入影像尺寸
   甲、或 按 **Size Auto Detect** 自動探測影像大小
   乙、或按 **Repeat** 可選擇 2Repeat/4Repeat/8Repeat
5. 按 **OK**
6. 按 **Start**

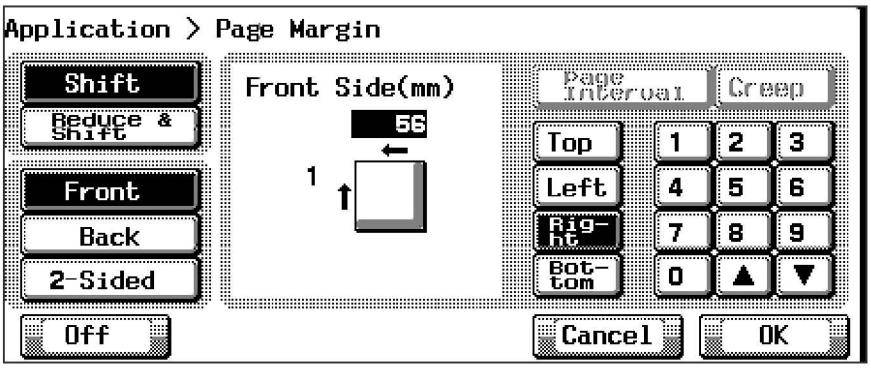
Booklet Pagination



1. 按 **Application**
2. 按 **Booklet Pagination**
3. 按 **Left Bind/Right Bind**
4. 按 **OK**
5. 按 **Start**

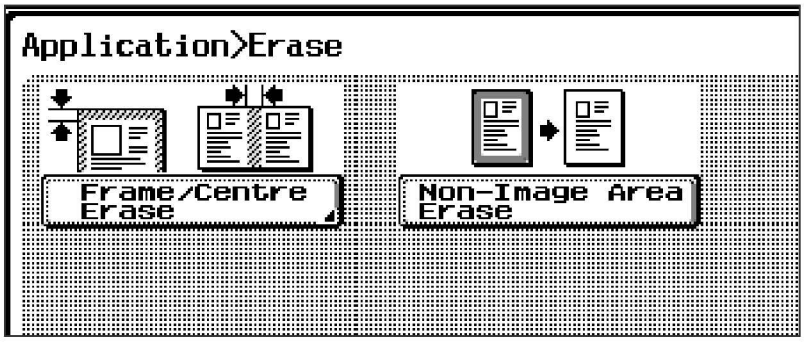
Page Margin 裝釘線

1. 按 **Application**
2. 按 **Page Margin**
3. 按 **Shift** 或 **Reduce & Shift** 及輸入要移多少厘米
4. 按 **OK**
5. 按 **Start**



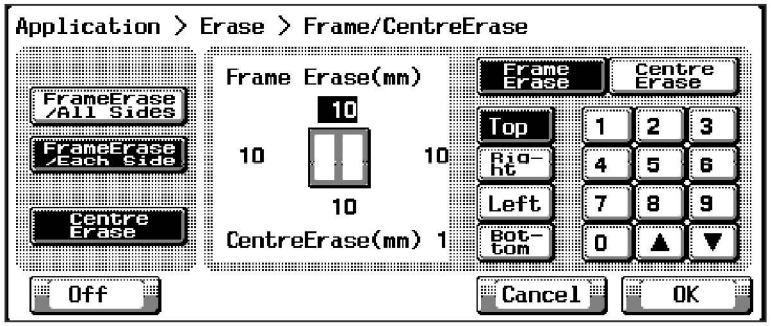
Neg. Pos. Reverse 正負轉換

1. 按 **Application**
2. 按 **Neg. Pos. Reverse** 正負轉換



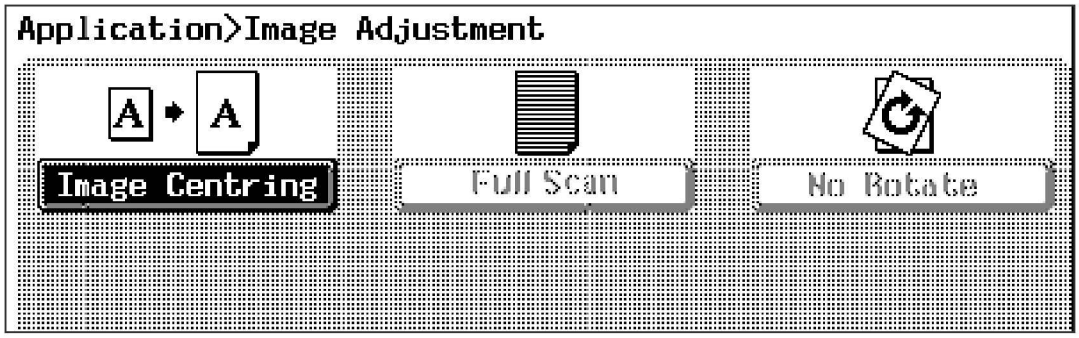
Erase 刪除邊位

1. 按 **Application**
2. 按 **Erase**
3. 按 **Frame/Centre Erase**
4. 選擇要刪除影像的位置及寬度
5. 按 **OK**
6. 按 **Start**

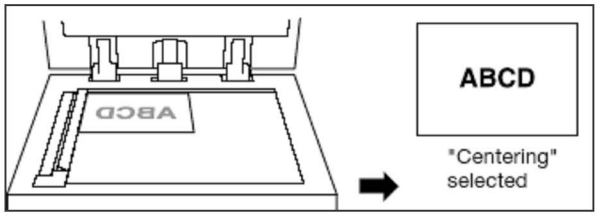


Non-Image Area Erase

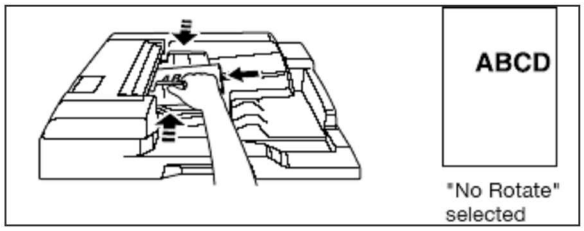
1. 按 **Application**
2. 按 **Erase**
3. 按 **Non-Image Area Erase**
4. 按 **OK**
5. 按 **Start**

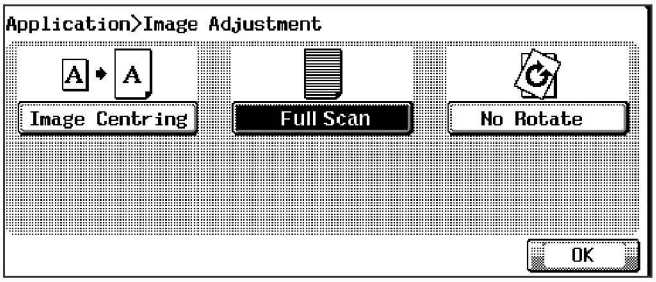


1. 按 **Application**
2. 按 **Image Adjustment**
3. 按 **Image Centering**
4. 按 **Start**

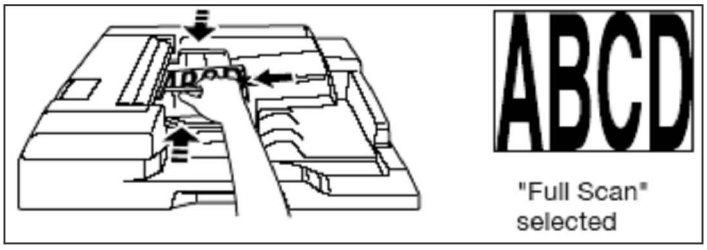


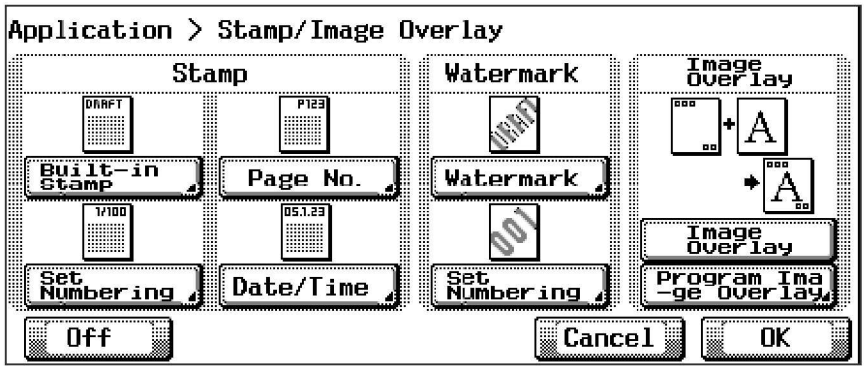
1. 按 **Application**
2. 按 **Image Adjustment**
3. 按 **No Rotate**
4. 按 **Start**





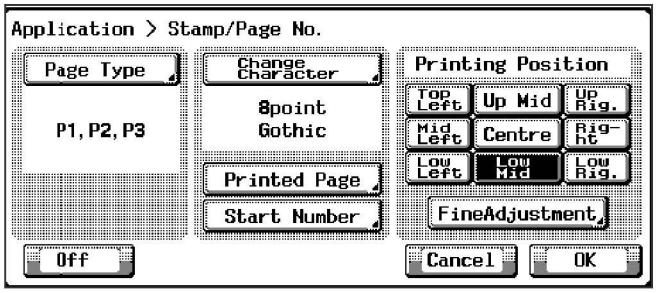
1. 按 **Application**
2. 按 **Image Adjustment**
3. 按 **Full Scan**
4. 按 **Start**





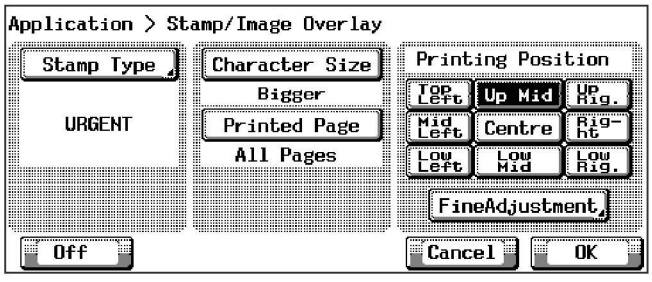
日期/時間

1. 按 **Application**
2. 按 **Stamp/Overlay**
3. 按 **Date/Time**
4. 選擇不同的日期種類和位置
5. 按 **OK**
6. 按 **Start** 影印鍵



Page # 頁碼

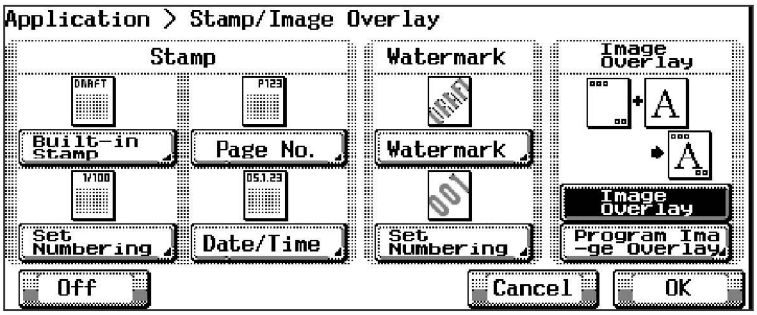
1. 按 **Application**
2. 按 **Stamp/Overlay**
3. 按 **Page No** ，可按 **Print Type** 選擇不同頁碼
4. 在 **Start No.** 中可輸入開始號碼
5. 在 Print Position 可選擇把日期打印在不同位置
6. 按 **OK**
7. 按 **Start** 影印鍵



Stamp 印章

1. 按 **Application**
2. 按 **Stamp/Overlay**
3. 按 **Built-In Stamp**
4. 按 **Stamp Type** 選擇 Urgent, Please Reply, Top Secret 等
5. 在 **Print Position** 選擇不同位置
6. 按 **OK**
7. 按 **Start** 影印鍵

Image Overlay



1. 按 **Application**
2. 按 **Stamp/Image Overlay**
3. 按 **Image Overlay**
4. 按 **OK**
5. 放文件在自動送紙器上，按 **Start** 影印鍵
6. 再放要被 Overlaid 的文件在自動送紙器訌或鏡面
7. 按 **Start** 影印鍵
8. 按 **Complete Scan**
9. 按 **Start** 影印鍵

Store Overlay Image

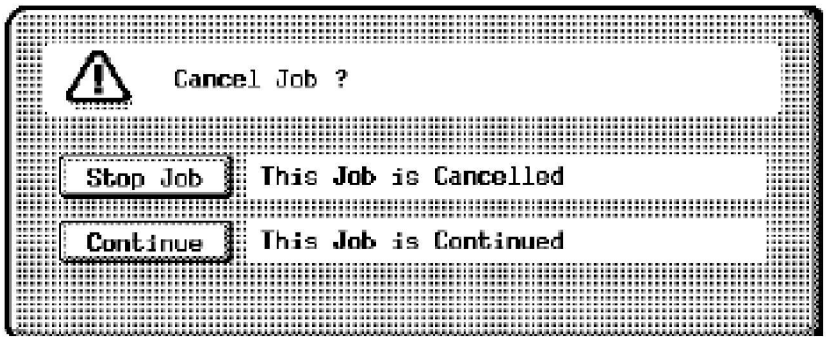
1. 按 **Application**
2. 按 **Stamp/Image Overlay**
3. 按 **Program Overlay**
4. 按 **Store**
5. 輸入要儲存的影像的名稱，按 **OK**
6. 把要儲存的影像放在鏡面，按 **Start** 影印鍵

Overlay Image II

7. 選擇先前儲存的影像名稱，按 **OK**
8. 放文件在自動送紙器上，按 **Start** 影印鍵

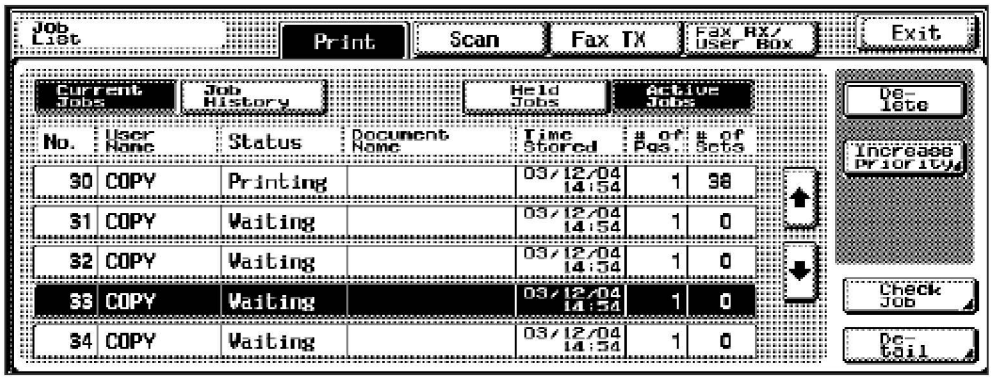
停止正在進行中的工作

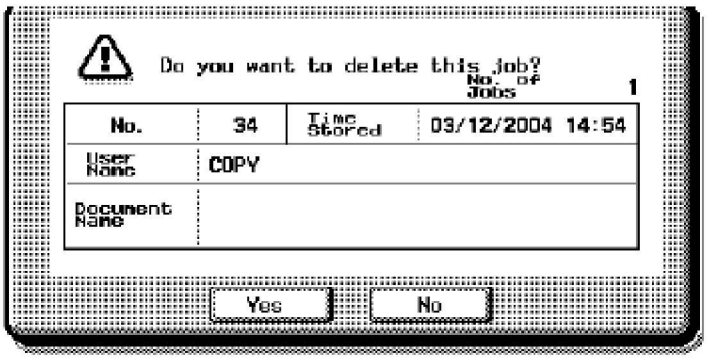
1. 按 Stop
2. 出現右圖，再按 Stop Job



停止正在等候的工作

1. 按 **Job List**
2. 按 **Print** 畫面中的 **Active Jobs**
3. 選擇正在等候的工作
4. 按 **Delete**
5. 按 **Yes** 確定清除工作的命令





部門熱線	新號碼
市務科 ➢ 銷售熱線 ■ 查詢產品及銷售詳情	 電話 : 2565 2111 電郵 : kmenquiry@corp.konicaminolta.com.hk
服務科 ➢ 維修熱線 ■ 多功能產品之維修服務	 電話 :2565 2176 傳真 :2856 1024
服務科 ➢ 產品之技術支援熱線 ■ 軟件及網絡支援	 電話 :2565 2178 傳真 :2565 8187
服務科 ➢ 客戶服務熱線 ■ 保養合約查詢 ■ 新客戶之產品培訓 ■ 賬單查詢 ■ 報錶 ■ 電話系統報錶 (此服務只適用於黑白影印機，及必須於合約生效日期前報讀。)	 電話 :2565 2190 傳真 :2565 2128 電話 :2565 8181 按“1”字然後按“3”字 ，再按“1”字，請跟話音系統指示。 (例如: 輸入客戶號碼、機身編號，咪錶讀數)
服務科 ➢ 用品供應熱線 ■ 訂購消耗品如碳粉及影印紙	 電話: :2565 2139 傳真 :2565 7613
財務科 ➢ 月結單查詢	 電話 :2856 4710 傳真 :2516 9177
行政科 ➢ 客戶的建議及意見反映	 電話 :2565 8181 後按“0”
網上客戶服務	http://konicaminolta.com.hk/bt/chi/form

柯尼卡美能達商業系統(香港)有限公司

Konica Minolta Business Solutions (HK) Limited